1952. **File No.** CON 6452

B CLASS. P.W. **DEPARTMENT**

F **BRANCH**

Subject:— General Orders regarding.

Conference of all Heads of

Districts under the Control

of all Deptts. of the Secretariat

B[K] 1952

File No. CON 6452 = F

Ftd. Secrt. Slip 91 A

F-Br

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. CON 6452

P. W. DEPT.

F. BRANCH.

References :—

Copies of pages from the main file B[M].

Date.	To whom sent.	Notes and instructions.

Below Executive Engineer, Kolaba Division's letter No. E 12571 dated 22-9-1952, Re: Conference of Heads of Departments and offices.

.....

No. G -39/11546
Public Works Department,
Bombay(1) 27th Sept. 1952.

Copy forwarded with compliment to the Chief Engineer, Public Works Department, Bombay for favour of necessary instructions on the point referred to by the Executive Engineer, Kolaba Division.

2. Orders may please be communicated direct to Shri V.H. Kelkar, B.E.m Executive Engineer, Kolaba Division under intimation to this office.

Sd/-
Superintending Engineer, B.C.

Copy forwarded to the Executive Engineer, Kolaba Division, for information.

3

Very Urgent.

No.CB/ 10649 of 1952.
Office of the Ex. Engr.,
Nasik (R & B) Division.
Nasik, 29th September 1952.

Tp

The Superintending Engineer,
Central Circle, Poona.

Subject:- Conference:-

Reference:- Govt. P. & S Department Circular No.s. 174 dated 12-9-52.

In the list forwarded with the above Government Circular No., I may be informed whether I am required to attend the conference in question, as Executive Engineer, Nasik (R & B) Division, as Shri J.C.Otia, Executive Engineer has handed over his charge to me on 27th instant A.N. The list contains the names of officers and hence the above querry.

Sd/-
(D. S. Borkar)
Executive Engineer, Nasik (R&B)Dn-

Copy forwarded with compliments to Deputy Secretary to Government, Public Works Department for information and favour of early orders by wire if necessary.

5

Letter.

IMMEDIATE.
No.CON 6452 F.

Public Works Department,
Bombay Castle (B'bay No.1),
1st October 1952.

To

The Deputy Secretary to the Government of Bombay,
Political and Services Department.

Subject:- Conference of Heads of Departments and Offices.

Reference: Government Circular, Political and Services Department No. S. 174, dated the 12th September 1952.

2. I am directed to state that Shri V.H.Kelkar, Executive Engineer, Kolaba Division has been granted leave for two months with effect from the 1st October 1952. Similarly Shri D.S.Borkar, Executive Engineer is now holding charge of the Nasik (Road and Buildings) Division. I am, therefore, to request you to substitute the names of Shri V.B.Bagul and Shri D.S.Borkar for Shri V.H.Kelkar and Shri J.C.Otia, shown at items 25 and 31 in the list pertaining to the Public Works Department officers.

By order of the Governor of Bombay,

Sd/-
Deputy Secretary to the Government of Bombay,
Public Works Department.

D.A. Nil.

Copy forwarded to -

the Superintending Engineer, Bombay Circle,
the Superintending Engineer, Central Circle,
the Executive Engineer, Kolaba Division,
the Executive Engineer, Nasik(Roads and Buildings) Division.
Shri V.H.Kelkar, Executive Engineer,

for information.

Letter.

No. Con 6452 F.

Public Works Department,
Bombay Castle (Bombay No.1),
24th November 1952.

To

The Chief Engineer, Bombay Electric Grid.

The Superintending Engineers of Circles.

The Public Health Engineer to Government.

The Electrical Engineer to Government.

The Architect to Government.

The Executive Engineers of Divisions (including Bombay Electric Grid).

Subject:- Conference of Heads of Departments and offices.

Sir,

I am directed to forward herewith a copy of the speech delivered by the Minister for Public Works, while ~~XXXXXX~~ opening the Sectional conference of Public Works Departments officers on the 5th October 1952 at the Council Hall, Bombay.

By order of the Governor of Bombay,

Sd/- O/C
J.M.Dave,
Assistant Secretary to the Government of Bombay, Public Works Department.

D. A. Copy of speech.

For further orders Pl. see G.B.,P.&S.D. No.3046/46-B50340, dt. the 10-1-53(CON 6453/15354)'.

For further orders pl. see G.C., P& S.D., No'. OFC 1053, dt'. the 4-9-53 (CON 6453/105251.)

For further orders Pl. see G.C., P.&S.D., No. 3046/46, dt. the 3-3-1952 (CON 6453/37443)'.

Co-ordination of efforts and avoidance of delay in the disposal of work in Government Offices -

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 3046/46'.
Bombay Castle, 20th October 1952.

Please see P.&S.D. Circular No. CDR 1055-D, dt. the 27-8-55 (P & S.D.circular (OMS 3255/130146/ No. OFC-1055-B dated the 20-12-5 OMC 1056/20357

C I R C U L A R.

It was directed in Government Resolution*, Political and Services Department, No. ARDD. 2173, dated the 18th June 1949, that Collectors should hold six monthly meetings of the various officers in the districts at the beginning and at the end of each touring season and also bi-monthly meetings whenever they have any matters to discuss. Lack of adequate co-ordination of different agencies of administration as well as delay in the disposal of cases has still remained a disquieting feature of the administrative machinery in the districts. This is largely due to the fact that the officers do not meet each other as regularly and as frequently as they should. Government considers that the Collector should act as a co-ordinating and directing authority in his district in a more effective manner than hitherto and is pleased to direct that each Collector should call a meeting of various Heads of Offices in his district at least once a month to direct and co-ordinate the work of the various officers in his district and to discuss and help in the final disposal of such of the inter-departmental cases as are delay due to unnecessary correpsondence or difference of opinion between the officers concerned.

2. The Collectors should take into consideration generally the convenience of all officers while fixing the date for the montly meetings and should ensure that the expenditure in convening the meetings is kept to the minimum.

3'. Government trusts that the purpose of co-ordinating the work of various officers and of eradicating the delays in inter-departmental cases in the districts will be fully served by discussion in the monthly meeings and that all offieers in the district will co-operate in the common endeavour to build a really useful and efficient administrative machinery in the districts.

By order of the Governor of Bombay,

M.D.BHANSALI
Chief Secretary to the Government of Bombay, Political and Services Deptt'.

To

The Secretary to the Governor,
The Secretary to the Chief Minister,
Personal Assistants to all Ministers,
Personal Assistants to all Deputy Ministers,
The Clerk-typist to the Honoray Parliamentary Secretary to the Chief Minister,
All Collectors,
All other Heads of Departments and Offices under the Several Departments of the Secretariat.

All Departments of the Secretariat.

*Printed as an accompaniment to this Circular

No. of 1952.

Copy forwarded for information and guidance to

ACCOMPANIMENT TO GOVERNMENT CIRCULAR NO. 3046/46, POLITICAL AND SERVICES DEPARTMENT, DATED THE 10TH OCTOBER 1952.

Administrative Enquiry Committee's Report:
Recommendations made in paragraphs 167-168.

GOVERNMENT OF BOMBAY.

Political and Services Department.

Resolution No. A.R.D.D. 2173.

Bombay Castle, 18th June 1949.

R E S O L U T I O N O F G O V E R N M E N T.

Government has bestowed careful thought on the recommendations made by the Administrative Enquiry Commiittee in paragraphs 167 and 168 of their Report and has decided to accept them. The Existing orders of Government on the subject of periodical meetings of officers in the district are contained in the Government Circulars and Resolutions mentioned in the margin. Government would like to emphasize that the intention of these orders was to achieve complete co-operation between the various departments functioning in the district with the Collector as the directing and co-ordinating authority. The six monthly meetings must therefore be convened at the beginning and on the conclusion of each touring season as laid down in those orders The Collectors should also call bi-monthly meetings whenever they have any matters to discuss, but they should see that only those officers who are concerned with the subjects ob the agenda are called for these meetings. In addition to formal meetings informal contracts must also be maintained by District Officers with the Collector, and they should keep him posted with all the important activeites undertaken by their respective departments. Government is anxious to see that all the officers of various departments in the district work as a team devoted to public service under the general guidance of the Collector, and that each officer carries out these order not only mechanically but with full understanding and in their true sprit. Government feels confident that if every officer considers himself as a limb of the body of the administration and make his wholehearted contribution to it, the results desired by Government will be achieved satisfactorily and at a rapid pace.

(1) Gocernment Circular, Revenue Department, No. 4750/39-Confidential, dated the 9th October 1940 as modified by Government Resolution, Revenue Department, No. 4750/39, dated the 8th December 1941.

(2) Government Resolution, Revenue Department, No. 6329/39, dated the 18th September 1941 as modified by Government Circular, Reconstruction Department, No. 629, dated the 20th February 1946 and Government Circular, Reconstruction Department, dated the 17th April 1946.

By order of the Governor of Bombay,
M.D.BHAT
Chief Secretary to the Government of Bom

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By order of the Governor of Bombay,

M. D. BHAT

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Heads of Departments under the several Departments of the Secretariat,
All Departments of the Secretariat (except the Separate Department).